

## **PROPERTY CONTROLLER II (CORRECTIONAL FACILITY)**

### **REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Review:** December 14 - 17, 2004

**Collective Bargaining Identification:** R04

**Job Analysis Review Conducted By:** Libby Beall, Associate Personnel Analyst  
Personnel Examining Section  
Department of Corrections

**Number of Incumbents:** There are 4 incumbent in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated October 6, 2004.

#### **Names of the Subject Matter Expert(s) and their background:**

**Rodney Harrison, Property Controller I (Correctional Facility), California Substance Abuse Treatment Facility and State Prison at Corcoran**

Rodney Harrison currently works as a Property Controller I (Correctional Facility) at California Substance Abuse Treatment Facility and State Prison at Corcoran and has been in this position for 2 years. He has been with the Department of Corrections (CDC) for 12 years.

**Willie Quesada, Property Controller II (Correctional Facility), North Kern State Prison**

Willie Quesada currently works as a Property Controller II (Correctional Facility) at North Kern State Prison. Previously he worked for 6 years as a Property Controller II at Camarillo State Hospital, Department of Mental Health. He has been with CDC for 6 years.

**Mark Razo, Property Controller II (Correctional Facility), Ironwood State Prison**

Mark Razo currently works as a Property Controller II (Correctional Facility) at Ironwood State Prison and has been in this position for 4 years. He has been with CDC for 11 years.

**Eddie Jordan, Property Controller II (Correctional Facility), Centinela State Prison**

Eddie Jordan currently works as a Property Controller II (Correctional Facility) at Centinela State Prison and has been in this position for 4 years. He has been with CDC for over 11 years.

**Robert Neuschmid, Procurement Services Officer II (Correctional Facility), Mule Creek State Prison**

Robert Neuschmid currently works as a Procurement Services Officer II (Correctional Facility) supervising the Property Controller II (Correctional Facility) at Mule Creek State Prison. He has been with CDC for over 17 years.

**Carl Merlo, Procurement Services Officer II (Correctional Facility), Avenal State Prison**

Carl Merlo currently works as a Procurement Services Officer II (Correctional Facility) supervising the Property Controller II (Correctional Facility) at Avenal State Prison. He has worked for CDC for 17 years.

**COMMENTS:** After review of the Job Analysis, the SMEs made no changes.

**(CLASSIFICATION TITLE)**  
**INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

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Other sources were viewed for information (e.g. \_\_\_\_\_); however, the information was not relevant to the job analysis and therefore not included.